MART EWS: Serial Appointment Check-In Process for Lab and Radiology Staff

Laboratory and Radiology staff will participate the new 'Serial Appointment' Check-in process for patients who have multiple appointments in one day.

- 1. After you have seen the patient for their Lab or Radiology appointment, open PowerChart from either your 'Single Sign On' page or the Citrix icon on desktop.
- Go to the far right of screen to the white box next to 'Recent', 'Name or MRN'. Search here for the patient enter using either Name or MRN.

(You can also click 'Patient' on the main upper toolbar on left side; this will open the Search box.)

- 3. Select correct patient in upper pane using SB Identifiers. All of that patient's encounters will display in the lower pane. Go to the lower pane and select today's encounter.
- 4. Patient's chart opens. Look for the **Menu/Table of Contents** on left and click on **Patient Schedule** section. A list of appointments will display in pane on right.

P									
Task Edit View Patient Char	t Links Help								
🕴 🎍 Patient List 🔉 Multi-Patient Task	List 🚮 Home 🖃	Message Cen	ter 🍟 🗄 😋	ClairVia 🖕 🗄 🔧	New Sticky No	te 📆 View Sticky Not	es 🕱		
🚦 🔜 Additional Links 🔝 CDC Link 🔜	LifelMAGE 🔝 Lexi	Comp 🗔 M	led Calc 300	00 🔝 Micromed	dex 🔝 Oncall S	witchboard 🗔 Pediat	ric Do		
TEST, PANSY 💌									
TEST, PANSY DOB:7/19/1979 Allergies: penicillin OP Provider Visit FIN: Attend:ZBBHGAIL NH , HRJAH									
Isolation Code(0): N// PCP: (Please Update)	۹ Verified date: (Ple	ase Update)			CODE STATUS: No F	Result		
Menu I	< > - fi	Patient S	schedule						
Ambulatory Viewpoint	Select query:								
Allergies 🕂 Add	Person Schedule In	quiry							
Patient Schedule	BEG DATE	DURATION	STATE	APPT TYPE	REQ DOCTOR	RESOURCE			
Medication List 🕂 Add	10/2/2019 - 08:00	10	Confirmed	CC Onc Labs		ACP Lab			
Health Maintenance	10/2/2019 - 09:00	30	Confirmed	CC Provider Est		CHOI M.D., MINSIG			
Histories									
lview-I&O									
Results Flowsheets									





5. Select the **<u>next</u> appointment for today's date**.

Right click and select **'Check-In'** from drop down menu. (The Appointment Type could be a provider appointment or a radiology appointment.)

く > ・ 合	Patient S	chedule					
Select query:							
Person Schedule In	quiry						
BEG DATE 10/2/2019 - 08:00	DURATION	STATE Confirmed	APPT TYPE	REQ DO	CTOR	RESOURCE ACP Lab	
		Continued			Co Co Mo Ho Ca No	nfirm intact odify old ncel o Show	
					Ch Ch Pai	eck In eck Out tient Seen	

6. Check-In page opens, click OK button lower right.

8			Check In				? ×
Name: TEST. DAN	ev		н	RN: 50010878		DOB: 7/19/19	79
Name. TEST, PAN	51		•	ge: 40 Years		Sex Female	
 ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	General Summary Det Date: 09/25/2019 1 Tracking location: <none> Comments: Person Name Enc Type TEST, PANSY Pre-Outpation</none>	ert	Notification Conversat	ion Summaries	Itineraries Lock:	Eligibility	Booking Notes
	Request Information Medical record requested: Status of medical record requ	Guar Pr No	t Enc Pint	Vew	Modfy	Set Enc	Charges

7. Registration Conversation window opens. Click the drop down **arrow** & select the '**Register Patient'** conversation, click **OK**.

8	Available Conversations	×
Please se	lect the conversation you would like to use:	
		~
Register P	Patient	
Research	Pre-Reg/Registration	

8. Registration form opens and is already completed; all yellow required fields will be addressed by the Patient Access Rep during the initial Check-In. Click **'Complete'** button lower right.

Images	-	Medical Record Number 60034831		Last Name MART		First Name CLARABELL	Middle Name	Alternate Last Name	
temate First Name		Alternate Middle Name		Nickname		Patient's Maiden Name	Mother's Maiden Name	Previous Last Name	
<i>fin</i>		Sex		Reason For No SSN		Social Security Number	Date of Birth	Age	
1240	•	Female	٠	Unknown	٠		09/01/1969	47Y	
nancial Number		Medical Necessity Status	×	PreReg Complete? No					
			_		_				
eletted Contact Method		Homeless?		Pt Mailing Addr - Clear (c)					
eferred Contact Method Indetermined	•	Homeless?	•	Pt Mailing Addr - Clear (c)				 	
eferred Contact Method Indetermined	•	Homeless? Patient Care Unit Medical Oncology-AC	•	Pt Maling Add: - Clear (c)					- 1
Eferred Contact Method Indetermined	•	Homeless? Patient Care Unit Medical Oncology-AC	•	Pt Maling Add: - Clear (c)					
Encounter Information Location Building MART Current Encounter Inform Patient Type	• matio	Patient Care Unit Medical Oncology-AC Medical Service	•	Pt Maling Add: - Clear (c) Priority		Admission Source	Reason for Visit FU	 Accident Related Visit?	
Encounter Information Location Building MART Current Encounter Inform Patient Type Display in Directory?	• matio	Patient Care Unit Medical Oncology-AC Medical Service Patrons	•	Pt Maling Add: - Clear (c) Priority Encounter VIP		Admission Source	Reason for Visit FU	Accident Related Visit?	

9. The Encounter on 'Patient Schedule' will display as **'Checked In'** and on the Organizer Schedule as Checked In. This communicates to the staff in the next area that the patient is ready. Escort your patient to the Waiting Area for the next staff member to meet.

< - A Patient Schedule									
Select query:									
Person Schedule Inq	uiry								
BEG DATE	DURATION	STATE	APPT TYPE	REQ DOCTOR	RESOURCE				
01/18/2019 - 08:30	10	Checked In	CC Onc Labs		MART Phlebotomy (5M-0304)				

Encounter on Organizer Schedule will display as Checked In.

Ť Time	Patient	Status	Details	Duration	Notes
8:30 AM MART Phiebotomy (5M-0	TEST, LORRAINE 69 Years, Female	Checked In MART Location Not Defined	CC Onc Labs	10 mins	🗔 Reason for Visit : test